



JOB ANNOUNCEMENT

The City of Belmont is currently accepting applications for:

Housing & Economic Development Specialist Temporary - Limited Duration (approximately six (6) month assignment)

\$6,432.12 – 8,209.20 per month

Position Open Until Filled – Recruitment subject to close at any time.

POSITION

The City of Belmont is seeking a temporary full-time Housing and Economic Development Specialist for an assignment of approximately six (6) months beginning in March 2015.

The ideal candidate will provide professional, administrative and technical assistance in the development, administration and implementation of City Housing, Economic Development and Land Use Planning programs, services and policies. The incumbent will be tasked with conducting special studies, surveys and research assignment in a wide range of municipal policies involving organization, procedures, finance and services.

Examples of duties:

- Completion and adoption of the Belmont Housing Element.
- Completion of Housing Element Annual Report, and compliance with State reporting requirements.
- Completion of the Belmont Affordable Housing Nexus Study, which requires correspondence with technical support staff, document review, staff report preparation, and presentation of information to Belmont City Council and Planning Commission.
- Development of a Belmont Inclusionary Housing Ordinance and development of Belmont Housing Impact fees, as directed by Belmont City Council.
- Preparation of the Federal grant-funded Belmont Village Specific Plan, under the guidance of the project manager.
- Ongoing property management of City-owned affordable housing units, includes coordination with property management company and quarterly reconciliation of rental property expenditures.
- Provide administrative support to the Belmont Successor Agency and Belmont Oversight Board.

POSITION QUALIFICATIONS

Qualifications

Knowledge of:

- Principles and practices of assigned housing programs, planning and development programs.
- Principles and practices of urban development and planning.
- Methods and techniques of evaluating site planning and design principles used in assigned planning area.
- Analytical and report preparation methods and techniques.

- Federal, state and local laws, codes and regulations related to housing.
- Techniques of effectively dealing with people from various socio-economic, ethnic and age groups.
- Methods and techniques of planning research and analysis.
- Technical report writing.
- Basic housing, real property development and real estate financing concepts, laws and techniques.

Ability to:

- Interpret and explain programs and projects in assigned planning area.
- Analyze and compile technical and statistical planning information.
- Read, interpret and understand various technical or design documents in assigned planning area.
- Review, analyze and respond to City development planning proposals.
- Coordinate activities with contractors, consultants, agencies and departments.
- Prepare clear and concise oral and written reports
- Operate office equipment including computers and supporting applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Coordinate multiple projects and meet critical deadlines.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least two (2) years of progressively responsible professional experience administering housing, economic development and/or planning. Five (5) years experience in local government and knowledge of State Housing Element Law highly desirable.

Training:

Possession of a Bachelor's degree in Urban Land Use Planning, Urban Studies, Public Administration or a related field, from an accredited college or university.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

APPLICATION PROCESS

Candidates must submit a City of Belmont employment application via CalOpps.org. Position open until filled, recruitment subject to close at any time.

SELECTION PROCESS

All applications will be reviewed and the most qualified applicants will be selected to continue in the selection process. Finalists will be required to undergo a reference check and criminal history fingerprinting.

The City of Belmont is an Equal Opportunity Employer (EOE).

The City of Belmont complies with the employment provisions of the Americans with Disabilities Act (ADA) and will make reasonable efforts in the recruitment process to accommodate persons with disabilities. Please advise Human Resources of special needs with reasonable advance notice.